

*Re-Registering using the Attorney Re-Registration event in CM/ECF and
Paying the Fee with Pay.gov*

- STEP 1.** Login to CM/ECF (**not** your PACER account or Bankruptcy account) with an attorney account and select the “**Utilities**” menu.
- STEP 2.** Click on the "**Maintain Your Account**" to verify the account information is current. If needed, update your attorney information. Be sure to click the “**Submit**” button twice if updating account information.
- STEP 3.** Go back to the “**Utilities**” menu and **click** on the “**Attorney Re-Registration**” link. If you have this menu option, move to **STEP 4**.



NOTE:

If you do **not** see the Attorney Re-Registration link, please click on the “Civil” menu bar and click on the link, “Register for electronic filing access.”



If you do not have the “Civil” menu option, you are **not** logged in with your CM/ECF account. You will need to log out and log back in using your CM/ECF login and password.

Read the registration form and click the “I Agree” button at the bottom of the page, then click “Submit.”

When you are finished with your registration, please log out of ECF. When you log back in, you should be able to access the “Attorney Re-Registration” link under “Utilities.” If they do not appear, right-click your mouse and refresh or reload the screen, repeat if necessary until the menu option appears.

STEP 4.

A screen will appear providing the letters of the last names of attorneys that need to re-register and will direct you to file in 13-mc-100. Click the “Next” button.

A screenshot of a web browser window showing the 'Attorney Re-Registration' screen. The title is 'Attorney Re-Registration' in blue. The text below reads: 'Attorney Re-Registration for last names beginning with letters N-Z is now open. If your last name does not begin with the letters N-Z, you do not need to re-register in 2013.' Below this, in red text, it says: 'Use case number 13-mc-100 only for Attorney Re-Registration. On the next screen, enter case number 13-mc-100.' At the bottom, there are two buttons: 'Next' and 'Clear'.

STEP 5. Enter the case number from the previous screen, 13mc100. Click “**Find This Case.**” Click the “**Next**” button.

The screenshot shows a web form titled "Attorney Re-Registration". Below the title is a label "Civil Case Number". Underneath this label is a text input field containing "13mc100" and a button labeled "Find This Case". At the bottom of the form are two buttons: "Next" and "Clear".

STEP 6. Verify the case number then click the “**Next**” button. Do **not** click on the case number as it will bring up a PACER to view the case. You do not need to login to PACER to re-register.

The screenshot shows the same "Attorney Re-Registration" form. The text input field now displays "0:13-mc-00100 In re 2013 Attorney Re-Registration". The "Find This Case" button is no longer visible. The "Next" and "Clear" buttons remain at the bottom.

Select the “**Attorney Re-Registration**” event. Once it appears under the **Selected Event** heading, click the “**Next**” button.

The screenshot shows a more complex form. At the top is a text input field. Below it are two main sections. The left section is titled "Available Events (click to select an event)" and contains a single entry "Attorney Re-Registration" which is highlighted with a blue background. The right section is titled "Selected Event" and contains the text "Attorney Re-Registration". At the bottom are "Next" and "Clear" buttons.

STEP 7. A prompt will appear stating, “If you have **NOT** verified your attorney information, go to the **Utilities** menu and select **Maintain Your Account** now!”

After verifying you have updated your account information in ECF, check the box next to, "I have verified or updated my ECF attorney information." Click the "Next" button

If you have **NOT** verified your attorney information, go to the **Utilities** menu and select **Maintain Your Account** now!

☒ I have verified or updated my ECF attorney information.

STEP 8. A prompt will appear asking, "Are you a U.S. government attorney? Select the appropriate "Yes" or "No" radio button. Click the "Next" button.

Are you a U.S. government attorney?

☐ Yes

☒ No

Note: Attorneys for the U.S. Government are exempt from paying the attorney re-registration fee.

STEP 9. A prompt will appear providing information on the \$40 fee, obtaining an electronic receipt and completing the transaction. Click the "Next" button.

A re-registration fee of 40.00 dollars will be applied to your bank account (ACH) or charged to your credit card from Pay.Gov after completion of payment information.

Note: To receive an electronic receipt for this transaction, please enter an email address into the Pay.Gov email confirmation prompt. A receipt will then be emailed from Pay.Gov.

IMPORTANT: YOU MUST COMPLETE THE ENTIRE TRANSACTION TO THE NOTICE OF ELECTRONIC FILING SCREEN! DO NOT STOP AFTER THE CREDIT CARD SCREEN OR YOUR TRANSACTION WILL NOT RECORD TO THE CASE.

Fee: \$40

STEP 11. To make an ACH payment, fill out the information under Option 1. To make a credit card payment, scroll down the screen and fill out the information under Option 2.

System Message

- The system has populated the Payment Date with the next available payment date.

Online Payment [Return to your originating application](#)

Step 1: Enter Payment Information 1 | 2

This item is payable by [Bank Account Debit \(ACH\)](#) or [Plastic Card \(ex: VISA, Mastercard, American Express, Discover\)](#)

Option 1: Pay Via Bank Account (ACH) [About ACH Debit](#)

Required fields are indicated with a red asterisk *

Account Holder Name: *

Payment Amount: \$40.00

Account Type: *

Routing Number: *

Account Number: *

Confirm Account Number: *

Check Number:

To make an ACH payment, fill out the information under Option 1.

To make a credit card payment, scroll down the screen and fill out the information under Option 2.

Routing Number: 026946783 Account Number: 9243767390 Check Number: 1234

Payment Date: 05/16/2012

Select the "Continue with ACH Payment" button to continue to the next step in the ACH Debit Payment Process.

[Continue with ACH Payment](#) [Cancel](#)

Note: Please avoid navigating the site using your browser's Back Button - this may lead to incomplete data being transmitted and pages being loaded incorrectly. Please use the links provided whenever possible.

Option 2: Pay Via Plastic Card (PC) (ex: VISA, Mastercard, American Express, Discover)

Required fields are indicated with a red asterisk *

Account Holder Name: *

Payment Amount: \$40.00

Billing Address: *

Billing Address 2:

City:

State / Province:

Zip / Postal Code:

Country: *

Card Type: *

Card Number: * (Card number value should not contain spaces or dashes)

Security Code: * [Help finding your security code](#)

Expiration Date: * / *

Select the "Continue with Plastic Card Payment" button to continue to the next step in the Plastic Card Payment Process.

[Continue with Plastic Card Payment](#) [Cancel](#)

Note: Please avoid navigating the site using your browser's Back Button - this may lead to incomplete data being transmitted and pages being loaded incorrectly. Please use the links provided whenever possible.

*If making an ACH payment, the payment date will populate to the next available payment date.

Enter all online payment information (required fields are indicated by *), then depending on payment method, click the button, "**Continue with ACH Payment**", or select "**Continue with Plastic Card Payment**".

STEP 12. Confirm the ACH or credit/debit card billing information, authorize payment, and enter an (optional) e-mail address for confirmation, then click on “**Submit Payment.**”

Confirmation for credit/debit card billing information:

Online Payment - Mozilla Firefox

File Edit View History Bookmarks Tools Help

https://qa.pay.gov/paygov/payments/enterPlasticCardPaymentInformation.html

Return to your originating application

Online Payment

Step 2: Authorize Payment 1 | 2

Payment Summary [Edit this information](#)

Address Information	Account Information	Payment Information
Account Holder Name: Denny Crane 316 North Robert Billing Address: Street Billing Address 2: City: St. Paul State / Province: MN Zip / Postal Code: 55101 Country: USA	Card Type: Visa Card Number: *****2222	Payment Amount: \$455.00 Transaction Date 09/07/2009 12:27 and Time: EDT

Email Confirmation Receipt

To have a confirmation sent to you upon completion of this transaction, provide an email address and confirmation below.

Email Address:

Confirm Email Address:

CC: Separate multiple email addresses with a comma

Authorization and Disclosure

Required fields are indicated with a red asterisk *

I authorize a charge to my card account for the above amount in accordance with my card issuer agreement. ☒ *

Press the "Submit Payment" Button only once. Pressing the button more than once could result in multiple transactions.

Note: Please avoid navigating the site using your browser's Back Button - this may lead to incomplete data being transmitted and pages being loaded incorrectly. Please use the links provided whenever possible.

Confirmation for ACH billing information:

Online Payment

[Return to your originating application](#)

Step 2: Authorize Payment

1 | 2

Payment Summary

[Edit this information](#)

Account Holder Name: Marsha Clark

Payment Amount: \$40.00

Account Type: Personal Checking

Routing Number: 044000037

Account Number: *****2131

Check Number: 1234

Payment Date: 05/14/2012

Email Confirmation Receipt

To have a confirmation sent to you upon completion of this transaction, provide an email address and confirmation below.

Email Address:

Confirm Email Address:

CC:

Separate multiple email addresses with a comma

Authorization and Disclosure

Required fields are indicated with a red asterisk *

☒ I agree to the authorization and disclosure language. *

agencies by "Pay.gov," which consists of services offered by the U.S. Treasury Department's Financial Management Service. As used in this document, "we" or "us" refers to the Financial Management Service and its agents and contractors operating Pay.gov. "You" refers to the end-user reading this document and agreeing to it prior to engaging in a debit transaction.

I. Consumers

A. Authorization

You acknowledge that you have read and understand the consumer disclosure language and authorize the Federal Reserve Bank of Cleveland to debit the named financial institution account. This authorization is to remain in full force and effect until we have received notification of its termination in such time and in such manner as to afford Pay.gov a reasonable opportunity to act on it, or unless otherwise terminated for any reason by Pay.gov.

B. Disclosure

In case of errors or questions about a transaction, immediately contact the Federal agency using the Pay.gov service or contact Pay.gov directly. ALL QUESTIONS ABOUT PAY.GOV

[View Authorization and Disclosure in a separate window.](#)

Press the "Submit Payment" Button only once. Pressing the button more than once could result in multiple transactions.

Note: Please avoid navigating the site using your browser's Back Button - this may lead to incomplete data being transmitted and pages being loaded incorrectly. Please use the links provided whenever possible.

NOTE: Failing to mark the “Authorization and Disclosure” agreement checkbox above results in the following message:

The screenshot shows a web application interface. At the top, a red-bordered box contains the text: "Your request could not be completed:" followed by a bullet point: "■ To complete this transaction, please indicate your acceptance of the Authorization and Disclosure agreement by selecting the designated checkbox." Below this, there is a section titled "Online Payment" with a link "Return to your originating application" on the right. Underneath is "Step 2: Authorize Payment" with a "1 | 2" indicator. A "Payment Summary" section includes a link "Edit this information". Below the summary are three columns: "Address Information" (Account Holder Name: Denny Crane, 316 North Robert), "Account Information" (Card Type: Visa, Card Number: *****2222), and "Payment Information" (Payment Amount: \$455.00, Transaction Date 09/07/2009 12:24 and Time: EDT).

CAUTION! Do not use the web browser’s “**Back**” button once you have entered the ACH or credit/debit card billing information. Doing so may result in incomplete data being transmitted, or in duplicate Pay.gov transactions.

If necessary, click on the “**Cancel**” button, then start the filing event over again.

STEP 13. Clicking the “**Submit Payment**” button completes the Pay.gov transaction.

Successful completion of the ACH or credit/debit card payment results in a return to the CM/ECF “**Attorney Re-Registration**” filing event screen.

STEP 14. A prompt will appear stating to click the Next on the 2 subsequent screens to complete the filing of this event and for a Pay.Gov receipt number.” Click the “**Next**” button.

The screenshot shows a gray-bordered box with a red header: "IMPORTANT: Please click Next on this and the 2 subsequent screens to complete the filing of this event and for a Pay.Gov receipt number." Below the header are two buttons: "Next" and "Clear".

STEP 15. Click the “**Next**” button.

A close-up of the two buttons from the previous screenshot: "Next" and "Clear".

STEP 16. The final docket text will appear. Click the “**Next**” button to finalize the attorney re-registration process.

Docket Text: Final Text

Attorney Re-Registration fee paid for Test Attorney9. Payment made in the amount of \$40, receipt number 0864-191073. (Attorney9, Test)

Attention!! Pressing the NEXT button on this screen commits this transaction. You will have no further opportunity to modify this transaction if you continue.
Have you redacted?

Next

Clear

STEP 17. Clicking “**Next**” commits the filing event and generates the Notice of Electronic Filing (NEF). The resulting docket entry text includes the Pay.gov receipt number.

U.S. District Court

U.S. District Court Minnesota

Notice of Electronic Filing

The following transaction was entered by Attorney9, Test on 2/21/2013 at 10:34 AM CST and filed on 2/21/2013

Case Name: In re 2013 Attorney Re-Registration

Case Number: [0:13-mc-00100](#)

Filer:

Document Number: 3(No document attached)

Docket Text:

Attorney Re-Registration fee paid for Test Attorney9. Payment made in the amount of \$40, receipt number 0864-191073. (Attorney9, Test)

0:13-mc-00100 Notice has been electronically mailed to:

0:13-mc-00100 Notice has been delivered by other means to: